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Data Entry Executive Post – Myntra Recruitment 2023 In Mumbai, Best Staff colony

Hiring organization
Myntra

Job Location

Best Staff colony, 400012, Mumbai, Maharashtra, India

Date posted
May 31, 2023

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Valid through
31.12.2023

Base Salary

USD 10,500 - USD 16,200

APPLY NOW

Qualifications

Graduate, 12th Passed

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Myntra Recruitment 2023

Job Title: Data Entry Executive

Company: Myntra Recruitment

Location: Mumbai, Best Staff Colony

Job Summary: Myntra Recruitment is seeking a detail-oriented and organized individual to join our team as a Data Entry Executive. As a Data Entry Executive, you will be responsible for accurately entering and updating various types of data into our systems. This role requires excellent attention to detail, proficiency in data entry software, and the ability to work efficiently in a fast-paced environment.

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Responsibilities:

1. Data Entry: Accurately enter and update data into the designated systems or databases. This may include customer information, product details, inventory records, sales transactions, or other relevant data.
2. Data Verification: Review and verify the accuracy of the entered data to

ensure it aligns with the provided source documents or instructions. Identify and rectify any errors or inconsistencies in the data.

3. **Data Maintenance:** Regularly update and maintain the integrity of the data by making necessary edits or modifications as required. Ensure data is properly organized and stored for easy retrieval.
4. **Data Quality Assurance:** Conduct periodic data quality checks to identify and resolve any issues or discrepancies. Collaborate with the relevant teams to improve data accuracy and completeness.
5. **Data Analysis:** Assist in data analysis tasks by generating reports, charts, or graphs based on the entered data. Summarize findings and present them in a clear and concise manner.
6. **Confidentiality:** Handle sensitive and confidential information with utmost discretion and maintain data security protocols. Adhere to privacy regulations and company policies.
7. **Timeliness:** Complete data entry tasks within the specified timelines and meet the assigned productivity targets. Prioritize workload to ensure efficient task completion.
8. **Collaboration:** Coordinate with other team members or departments to obtain missing information or resolve data-related queries. Communicate effectively and maintain a positive working relationship with colleagues.
9. **Process Improvement:** Identify opportunities to streamline data entry processes and suggest improvements to enhance efficiency and accuracy. Share feedback and ideas with supervisors or managers.
10. **Documentation:** Maintain detailed and up-to-date documentation of data entry procedures, guidelines, and templates. Contribute to the development of standard operating procedures (SOPs) related to data entry.

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Myntra Careers

Requirements:

- Proficiency in data entry software, tools, and systems.
- Excellent typing speed and accuracy.
- Strong attention to detail and ability to maintain data integrity.
- Good knowledge of MS Office applications, particularly Excel and Word.
- Strong organizational and time management skills.
- Ability to work independently with minimal supervision.
- Excellent communication skills, both written and verbal.
- Familiarity with data privacy and security practices.
- Ability to handle repetitive tasks while maintaining focus and accuracy.

Important Links

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